



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update
Formal Review

Date Submitted _____

SECTION I - Identification

Working Title:

Rail, Air Quality and Studies Section Supervisor

Department:

Transportation

Job Code Number:

193537

Division & Bureau:

Rail, Transit, & Planning Division
Multimodal Programs Bureau

Job Code Title:

Transportation Planning Manager

Section & Unit:

Pay Band:

7

Work Address:

2960 Prospect Ave
Helena, MT 59620

Position Number:

26006

Phone:

406-444-3423

☒ FLSA Exempt ☐ FLSA Non-Exempt

☒ Non-Union ☐ MPEA ☐ Blue Collar

Profile Completed By:

Lynn Zanto
Erin Root

Work Phone:

444-3445
431-7287

Work Unit Mission Statement or Functional Description:

The Montana Department of Transportation's (MDT) mission is to serve the public by establishing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Rail, Transit and Planning Division provides a broad range of multimodal planning, program, and data collection and analysis functions that support MDT's efforts to plan for and manage Montana's multimodal transportation system. These activities help officials select projects and provide information for short- and long-range construction and grant programs. The Division includes the Data & Statistics Bureau, Multimodal Planning Bureau, Policy, Program and Performance Analysis Bureau, Grants Bureau and Environmental Services Bureau.

The Multimodal Planning Bureau develops and implements the programs, processes, systems and planning products necessary to make informed policy and programming decisions in cooperation with the public, representatives of stakeholder groups, and local, tribal, federal, and state elected and appointed officials. Bureau responsibilities include state rail, highway and urban planning and program

administration; the statewide multimodal transportation planning process; air quality; tourism, economic development, trade corridor, and freight planning and programs; transportation demand management programs; and the development of special studies and research products such as reports requested by the legislature.

The Rail, Air Quality and Studies Section has responsibility for managing air quality programs including the Montana Air & Congestion Initiative (MACI) Program; coordinating Division activities related to mobile source National Ambient Air Quality Standards issues including planning and programming conformity for PM10, CO and PM2.5; managing rail planning activities; administering the Local Rail Freight Assistance Program; providing administrative and technical support for the Rail Service Competition Council; coordinating MDT's economic analysis and liaison activities; assisting in the development and implementation of the Division's public involvement processes; tracking and reporting on legislative issues of interest to the Division; managing public and stakeholder surveys for MDT's long range plan and other planning issues; managing applications for and then administering State & Federal discretionary grant programs; developing special studies and reports; and other multimodal strategic and tactical program activities.

Describe the Job's Overall Purpose:

This position serves as the Section Supervisor for the Rail, Air Quality, and Studies section within the Rail, Transit, and Planning Division. The position is responsible for the strategic development and administration of diverse programs within the Rail, Air Quality, and Studies section. The position develops and administers section plans, and procedures to ensure consistency with State and Federal regulations, professional standards, and Department requirements. The position also manages ongoing section operations and performs a variety of other duties as assigned. The position reports to the Bureau Chief and directly manages a staff of 6.0 FTE within the Section.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A. PROGRAM DEVELOPMENT, IMPLEMENTATION AND ADMINISTRATION

75%

Under the direct supervision of the bureau chief, the Section Supervisor conducts program development, implementation and administration to ensure the overall quality, compliance, and cost-effectiveness of rail, air quality and special studies program operations and services, within six key areas:

- | | |
|--|--|
| 1. Rail & Freight | 4. Public Involvement |
| 2. Air Quality | 5. Economics |
| 3. Discretionary and directed grant programs | 6. Research and special projects/studies |

Each area includes conducting research and analysis, performing grant and fiscal administration, and developing systems and procedures to critically analyzing requests, establish technical/scientific research methodologies, define research processes and model outcomes, validate results, and develop defensible conclusions and recommendations on a diversity of transportation planning issues (e.g., engineering, economic, social, aesthetic, etc.).

This information is then used to provide guidance and consultation via the Bureau Chief, to administrative staff, local/tribal government officials, community organizations, grant applicants,

and others in the development of proposals for State and federal funding; coordinate with partners to analyze and interpret eligibility criteria, funding objectives, administrative requirements, and other parameters; identify unique rail, air quality and study needs within communities; develop innovative approaches to meeting community these needs and funding objectives; and frame policy, policy debates, analyses and communication for project and program implementation.

1. Rail & Freight: Responsible for planning issues associated with highway freight, rail freight, and air freight transportation including intermodal facilities and existing and proposed official and unofficial trade corridors including CANAMEX, Camino Real, and the Theodore Roosevelt Expressway.

Through an understanding of freight policy, policy debates, freight data analysis, and related issues necessary to represent MDT as necessary through plan development, policy analysis, communication, administers the Federal Local Rail Freight Assistance and the Montana Rail Freight Loan programs which provides funding for construction and rehabilitation projects on light density rail lines to support branch line service to Montana's shippers and communities; provides administrative and technical support for the Rail Service Competition Council; administers the loan program per MCA 60-11-113 to assure that Montana is served by an efficient rail network integrated into a state transportation system.

Creates and provides briefing materials and assistance to administrative staff for review, approval and presentation to the Director on AASHTO's Standing Committee on Rail Transport, Subcommittee on Highway Transport and Intercity Passenger Rail Leadership Group.

2. Air Quality: Manages the Congestion Mitigation and Air Quality (CMAQ) funded programs including the Montana Air Quality & Congestion Initiative (MACI) Discretionary and Guaranteed Programs, tracks overall CMAQ funding commitments and balances, and coordinates Division activities related to mobile source National Ambient Air Quality Standards issues including plan and program conformity for GHG, PM 10 and PM 2.5. The Section Supervisor works with local governments in non-attainment and at risk for non-attainment areas to identify air quality equipment needs.
3. Grant Program(s) Administration: Responsible for timely development, implementation and administration of state and Federal discretionary grants programs, including the EMS grant program established during the 2009 Legislative Session.
4. Public Involvement: Provides technical assistance in the design and implementation of Division-wide public involvement efforts, ensuring that Division public involvement efforts are consistent with Department, State and Federal requirements.

Directs the activities to conduct, manage and publish the TranPlan 21 biennial surveys, a key element of the public involvement process for MDT's statewide transportation planning activities since 1994. Insures that the questionnaires are relevant, the surveys are conducted on schedule and the analysis is appropriate; assists in the design and implementation of other surveys for Division units.

Responsible for the Newslines, a quarterly publication and a primary element of MDT's public involvement process, overseeing the production of this publication and acting as chief editor. Pursues improvements in content, format, and production.

Acts in a capacity so as to direct the public involvement efforts of the planning division and serve as a liaison to the Department PIO.

5. Economics: Oversees analysis of economic impacts of proposed future projects or programs of projects, maintenance and update of economic modeling tools and software, coordination with the Montana Economic Developers Association (MEDA) and other state, regional and national economic groups, and the tracking and distribution of economic data and analysis of importance to the MDT.

Facilitates and oversees staff in the development of inflation tools and processes to aid the MDT in inflation risk management. This function includes tool development, forecasting the MDT long term inflation, periodic updates to those projections, and approval in coordination with STIP and similar planning cycles.

Provides detailed oversight for economic analysis for corridor studies, economic impact analysis, and socioeconomic data requests.

6. Research and Special Projects/Studies: Oversees the preparation of reports, studies, summaries, research proposals, special reports, outreach materials, instructions, and procedures related to rail, air quality and studies programs and individual projects to ensure sound judgment and planning practices are incorporated.

Directs and coordinates original research projects in response to specialized requests from the Montana Legislature, Montana Transportation Commission, MDT Director, MDT Administrators, and others for administrative review and approval, to include:

- Requests coming from the Montana Legislature
- Planning Division decision packages
- Responses to emerging agency issues
- Federal reauthorization legislation,

Develops quality assurance methods and procedures to ensure the integrity of these procedures and results.

Tracks and reports on special issues including the activities of Federal and Congressional panels that examine the future of Federal transportation funding and reauthorization issues.

Oversees an automated news scanning service to greatly improve the Division's responsiveness to breaking issues by using programs such as Google Alert to locate and distribute articles of interest to Division staff.

Oversees section staff effort in the development and management of a series of presentations that provide Division staff the opportunity to broaden their understanding of the various transportation functions performed by other units and Divisions within the Department.

Oversees the Division's presentations library. These presentations are often adapted from information included in previous presentations. A central electronic library of these presentations provides Division staff with a single location to store and access these presentations. Management of this file includes cross references on key topics, events, and presenters; and a uniform naming structure. Supports other Division units in the development of publications.

B. SECTION OPERATIONS

10%

1. Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and (e.g. weekly meetings, status reports etc); personal review of program operations and project plans; and through discussions with other department staff and management. Monitors compliance with established policies in programs and reviews and approves atypical or developmental methods and procedures.
2. Directs and coordinates administrative details related to Rail, Air Quality and Studies section to ensure cost-effective expenditures as well as compliance with State and federal requirements. This involves researching and monitoring transportation planning and grant administration practices and standards, determining their applicability to Section operations, and developing policies and procedures to implement the most efficient strategies and practices.
3. Monitors program expenditures to ensure that money is allocated as designated and tracks funding levels through review of financial reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. for the Section to ensure budgets are not exceeded and Department resources are used in the most efficient manner possible. Reports any issues to the bureau chief.
4. Determines and fulfills equipment procurement needs of the Section, including responsibility for developing or approving specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into Bureau practices to ensure maximization of resources.
5. Distributes the necessary criteria, standards, documents, programs, policy and procedure manuals, and other appropriate information to consultants and MDT staff to ensure current and accurate information is available for transportation planning and grant administration activities. Keeps the Bureau Chief and other MDT management informed of concerns, status, section needs, and project problems. Develops progress reports and solutions to problems to facilitate program operations and activities.

C. STAFF SUPERVISION

10%

1. Directly supervises 6.0 FTE, approves work schedules and leave requests.
2. Establish and assign work plans, priorities, and procedures. Monitors progress and conducts performance reviews.
3. Establish objective, measurable, and observable performance standards for subordinates. Monitor and manage the performance of all positions directly supervised and complete performance appraisals. Implement and monitor corrective actions including discipline and recommendations for termination. Ensure all subordinates comply with State and department personnel rules, regulations, and policies. Resolve staff grievances at the lowest level possible.
4. Coordinate or provide training for subordinates by assessing staff input and interests, professional development needs and budget limitations, developing or arranging training to meet those needs, and ensuring the efficient implementation of training programs. Assess the effectiveness of training activities, and modify programs as appropriate.

E. OTHER DUTIES

5%

This position performs a variety of other duties as assigned by the Multimodal Planning Bureau Chief in support of the Department mission and Division objectives. This includes exchanging

information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; representing MDT on multi-state groups such as the AASHTO Standing Committees; and performing a variety of other duties as directed.

1. ***The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Program Development, Implementation and Administration
Duty B: Bureau Administration
Duty C: Staff Management

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

2. Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 5

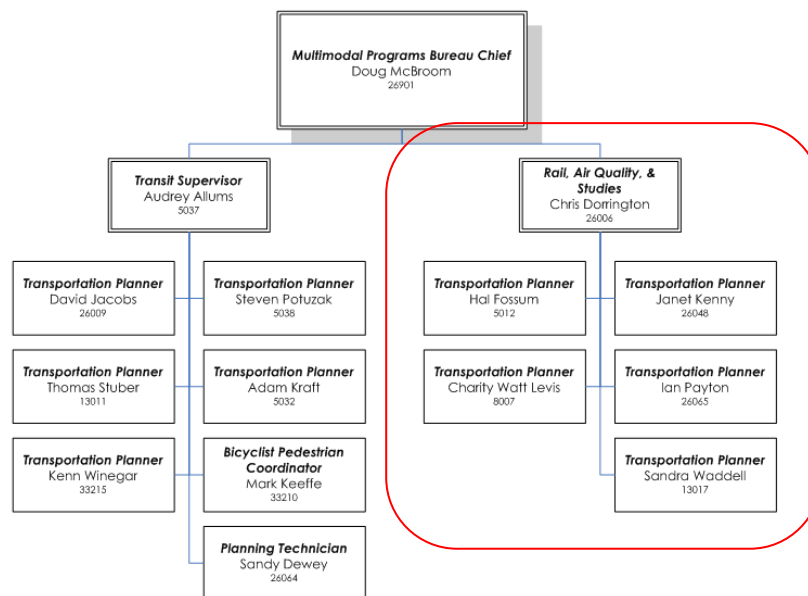
Position Number(s) of those supervised:

5012 Transportation Planner
8007 Transportation Planner
26048 Transportation Planner
26065 Transportation Planner
13017 Transportation Planner
36114 Transportation Planner

3. Attach an **Organizational Chart**.



Rail, Transit, & Planning Multimodal Programs Bureau



SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

The position requires extensive knowledge of the theories, methods and techniques of transportation planning and program administration. This includes knowledge of State and Federal budget processes; public administration; professional research and analytical methods; statistical evaluation; Federal and State transportation laws and regulations; financial management; public involvement laws and methodologies; the relationship between transportation and the social, economic, land use, visual, aesthetic and environmental aspects in Montana; field inventory and data management techniques; federal transportation program structure, funding distribution, and legislative process; the basic principles of highway engineering and non-highway and alternative modes of transportation; the structure and responsibilities of the divisions and field offices of the Montana Department of Transportation; the Montana Environmental Policy and the National Environmental Policy Acts; project

planning and management; and grant and contract administration. Staff management responsibilities require knowledge of organizational theory, employment law, program requirements, and personnel management practices and techniques.

SKILLS:

The position requires skills in budgeting, program management, developing specialized research methods and analytical processes; developing and administering a variety of projects and functions; planning, organizing, and directing policy and program analysis activities; applying analysis and judgment in arriving at solutions to difficult research problems; written and verbal communication, facilitation, and negotiation with broad audiences; establishing and maintaining effective working relationships; and promoting consensus and cooperation among multiple and often competing interests and objectives; synthesizing complex information in the development and application of professional theories and innovative solutions, and developing and administering a variety of diverse programs.

The position requires the ability to direct the activities of a professional staff. The incumbent must have the ability to organize, motivate and influence a professional, technical staff, must be able to establish priorities, assess task complexity and make assignments appropriately, and provide training and other career opportunities for assigned staff.

The position requires the ability to communicate with a wide variety of people in a broad variety of settings. The incumbent must have the ability to build consensus within groups on controversial issues but also enforce standards when appropriate. The incumbent must be able to establish and maintain effective working relationships with all department personnel, other state agencies and the public.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Transportation Planning, Economics, Finance, Management and Development, Public Administration, Business, Engineering, or a related field.

Related: Land Use Planning, Statistics, Communications, Geography, Education, Mathematics, Computer Science, Computer Information Systems, Accounting, Statistics, Social or Physical Science, or Resource Management, or a directly related field.

Other education, training, certification, or licensing required (specify): None Specified

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 5 or more years |

Other specific experience: Work requires a minimum of one (1) year supervisory or managerial experience and one (1) year of transportation planning experience.

Alternative Qualifications:

Other equivalent combinations of education and experience may be considered

☒ Yes ☐ No

Alternative qualifications include:

Education may be substituted with experience on a year for year basis.

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Chief Human Resources Officer
Human Resources Division

Signature: _____ Date: _____